

Police Officer

Police Department

Under general supervision of a police sergeant to enforce laws, protect life and property, preserve the peace, apprehend criminals, and investigate traffic accidents. Patrols an assigned beat by car, motorcycle, and bicycle or on foot to deter crime and observe law violations. Makes arrests of persons violating laws and ordinances; inspects residential, commercial and other buildings on assigned beat for indications of criminal activity; responds to emergency calls, routine complaints, and alarm system signals; takes action as necessary. Conducts open observation for traffic law violators; directs traffic; writes traffic and parking citations; questions drivers, witnesses or others; takes written statements; checks NCIC and TCIC for information on suspects; accompanies prisoners to jail or court. Conducts preliminary investigations at crime scenes prior to arrival of supervisor; testifies in court; writes required reports; maintains files; answers phones. May be assigned specialized duties as criminal investigator, motor officer, bicycle officer or specialized team member.

Hours: Shift work - may work nights, weekends & holidays; 80 hours over a two week period.

Salary:

Non-certified cadets: \$3,334.93/month
(degree only applicants)

Certified police officers \$3,501.33–3,984.93/month,
depending on experience

Top salary: \$5,172.27/month

Town of Addison
Police Department

Phone: (972) 450-7153 Fax: (972) 450-7186

Addison Police Department
4799 Airport Parkway
Addison, Texas 75001

Minimum Qualifications

All positions require a clear background, clear pre-employment drug screen, valid Texas driver's license and safe driving record.

- Must be a certified peace officer in the state of Texas with 30 college semester hours OR have a bachelor's degree from an accredited college.
- Completion of the TCLEOSE certification within one year is a condition of continued employment.
- Prefer twelve month's uniformed patrol experience with good knowledge of criminal laws and ordinances; skill in use and care of firearms, vehicles, and related equipment; knowledge of first aid.
- Minimum age 21 years.
- United States Citizenship is required for TCLEOSE Certification.
- Good verbal and writing skills. Ability to gain compliance with the law in a positive manner.
- Ability to establish and maintain harmonious relations with the community, fellow employees, and Town officials.
- Must maintain appropriate level of physical fitness required for hire as a condition of continued employment.
- Must have passing scores on all applicable entrance tests.

**PLEASE CALL 972-450-7153 TO
SCHEDULE A TEST TIME**

Addison Police & Courts Building



Benefits

Insurance

- Fully-paid Health & Dental Insurance for employee from date of hire
- Partial payment of premiums for family Health & Dental Insurance
- Choice of HMO or PPO
- Life Insurance paid by the Town, 3X annual salary
- Short-term & Long-term Disability provided by Town

Tuition Reimbursement

Eligible for tuition reimbursement after trial period.

Holidays

- | | |
|--------------------|-----------------------------|
| * New Year's Day | * Memorial Day |
| * Independence Day | * Labor Day |
| * Thanksgiving Day | * Friday after Thanksgiving |
| * Christmas Eve | * Christmas Day |
| * Your Birthday | (Police & Fire by Policy) |

Vacation & Sick Leave

Accrued, prorated vacation and sick leave for each complete payroll period.

Retirement (TMRS)

Instead of Social Security the Town participates in the Texas Municipal Retirement System - 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.

Deferred Compensation

457 Plan with Town contribution after trial period.

Other benefits include:

Professional Memberships, Addison Athletic Club Membership, Longevity Pay, Employee Assistance Program, and many more.

The Town of Addison is accessible to persons with disabilities. Please call at least 48 hours in advance if you need assistance. The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services.